

*Ha Noi City, on the 9<sup>th</sup> March, 2022*

**INVITATION LETTER**

*Ref holding and invitation to the Annual General Meeting of Shareholders for the fiscal year of 2022*

**To: Valued Shareholders of Directors of Higher Education and Vocational Book JSC.**

The Board of Directors of Higher Education and Vocational Book JSC. would like to invite all shareholders to attend the Annual General Meeting of Shareholders for the fiscal year of 2022 (“AGM”) of Higher Education and Vocational Book JSC. (HEV) (the “Company”), details are as follows:

1. **Time:** 8.00 a.m on the 05<sup>th</sup> April, 2022 (Tuesday).
2. **Place:** The Meeting Hall of Viet Nam Education Publishing House - 187B Giang Vo Street, Dong Da District, Ha Noi City.
3. **Attendants:**  
All shareholders of the Company stated in the final shareholders’ list compiled at 04.00 p.m on the 08<sup>th</sup> March, 2022.
4. **Content of the AGM:**
  - Approval of the report on production and business performance result in 2021, production and business plans and targets for 2022;
  - Approval of the report of the Board of Directors on the operation results in 2021 and the operation plan for 2022;
  - Approval of the report of the Board of Supervisory on the operation results in 2021 and the work plan for 2022;
  - Approval of the audited financial statements for 2021;
  - Approval of the plan for distribution of profit after tax in 2022;
  - Approval of the amendment of the Company's Charter;
  - Choosing an independent auditing company to audit the financial statements for 2022;
  - Electing members of the Board of Directors and Board of Supervisory for the 5<sup>th</sup> term from 2022 to 2026;
  - Other arising issues within the competence of the General Meeting of Shareholders.
5. **Documents of the AGM:**  
All documents related to the 2022 AGM are available on the company's website: <https://hevobooks.com>.
6. **Registration for the AGM:**  
For the purpose of the AGM, please confirm your attendance by 04.00 p.m on the 1st April, 2022 by sending/fax/email Registration form (or the proxy form) as attached to:
  - The address: High Educational and Vocational Books JSC (HEV) - 73 Lo Duc streets, Hai Ba Trung District, Ha Noi City; or
  - Fax: (84.24) 39717189; or
  - Email: [lequangdung@hevobooks.com](mailto:lequangdung@hevobooks.com)The authorization can only be made once, the authorized person is not entitled to authorize a third party to attend the AGM.
7. **Documents for registration for the AGM:**
  - If a shareholder is an individual: Valid Identity card or passport (original) and Registration form (or the proxy form) as attached to this Letter.



- If a shareholder is an organization:
  - + Certified copy of enterprise registration certification/ establishment decision;
  - + Valid Identity card or passport (original) of the legal representative (if the legal representative attends the meeting) or of the proxy (if the proxy of the legal representative attends the meeting); and
  - + Registration form (or the proxy form) as attached to this Letter.

Please kindly find the AGM's information at <https://hevobooks.com> or contact the Company via the phone number 024.39717189.

Yours sincerely,

**ON BEHALE OF THE BOARD OF  
DIRECTORS  
CHAIRMAN**

Attached files:

- Content of the AGM;
- Registration form (or the proxy form);
- Notice of nomination, self-nomination of candidates for electing the Board of Directors' members and the Supervisory Board's members;
- Notice of establishment of group of shareholders to nominate candidates for electing the Board of Directors' members and the Supervisory Board's members;
- Form of curriculum vitae of candidate for electing the Board of Directors' members and the Supervisory Board's members.



**Phạm Quỳnh**

